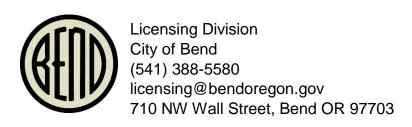
Last Revised Date: 04/30/2020



This submittal form is to be completed as part of your Change of Information application with the City of Bend. *Download this form before completing fillable fields*, then upload to your active license or registration through the Online Permit Center at <a href="https://www.bendoregon.gov/permitcenter">www.bendoregon.gov/permitcenter</a>.

## CHANGE OF INFORMATION FORM – ROOM TAX CERTIFICATE OF AUTHORITY

Please complete this form within 14 days of changing any of the following information for your room tax registration. It takes approximately one week to issue the new certificate of authority, if applicable.

**Existing Room Tax Certificate Number, Business Name, Short Term Rentals** 

(STR) Address,	and Bus	iness Type –	Include	unit/apartment n	umber, if app	olicable	€.
Certificate Numb	oer:						
STR Address: _							
		☐ Boarding H	ouse	☐ Hotel/Motel nhouse/Condo			
Owner Informat ownership interest in	n the entity	that owns the p	roperty		the property	or hold	ling an
Name:							
Mailing Address	:			0''			
				City	S	State	Zip
Phone:		Emai	l:				
Preferred contact	t method:	□ Phone □	] Emai	I □ Mail			
Change of Filing quarterly, "If the est	•	_			-	t to rer	nit taxes

LIC - Change of Information Form - RT Certificate of Authority

☐ Please change my filing frequency to quarterly



Last Revised Date: 04/30/2020

## **Signature**

By signing this form, the owner/authorized agent agrees to abide by the Room Tax Certificate of Authority requirements as stated in <u>Bend Municipal Code 12.05</u>.

I warrant that the information provided in this form is true and agree that by typing my name in the signature box I am providing an electronic signature that is the legal equivalent of my manual signature on this application.

Signature: Date:			
	Signature:	Date:	

- Please make sure you also update your Short Term Rental license through the Online Permit Center at <a href="www.bendoregon.gov/permitcenter">www.bendoregon.gov/permitcenter</a>. Visit <a href="www.bendoregon.gov/shorttermrentals">www.bendoregon.gov/shorttermrentals</a> for more information.
- A new Certificate of Authority with this new information may be issued and must be posted in a conspicuous area within the short term rental property.